



## DIVISION OVERVIEW

The purpose of the Administrative Division is to monitor public works trends, evaluate and implement effective technology, continually improve processes, provide exceptional customer service to the Gahanna taxpayers, and unwavering administrative support to all divisions of the Department of Public Service.

Specific tasks include, but are not limited to: Staffing and managing City Hall front desk and mailroom operations; ordering office supplies for City Hall departments; budgeting; processing purchase orders; managing all Divisions within the Service Department umbrella; administrative duties for the refuse and utilities billing division; creating work orders for all citizen requests; disposing of City-owned surplus via public auction; scheduling and attending meetings; managing Service Department resource databases; creating Service Department council reports, and overseeing contract bidding. An important aspect of the Administrative Division is procurement, which is the acquisition of goods or services at the best possible cost to fit the need. The following is a list of agreements, formal bids and other operations that were entered into in 2014:

### Service Agreements

Illicit Discharge Detection Elimination Compliance (2014): FSWCD  
Mosquito Management (2014-2016): Franklin County Public Health  
NPDES Compliance (2014): FSWCD  
Health Services (2014): Franklin County Public Health  
Snow and Ice Removal (2014-2015): City of Columbus  
Water Quality Lab Testing (2014-2015): City of Columbus  
Vending Machines (2014): Himes Vending

### Lease Agreements

Copiers (2014-2018): MT Business Technologies  
Postage Machine (2014-2019): Pitney Bowes  
ROW Sidewalk Dining (2014): El Arepazo Gahanna, LLC

### Software Maintenance Agreements

Backflow Prevention Management (2014-2017): XC2 Software  
Irthnet on Demand OUPS Tickets (2014-2015): Irth Solutions  
Sensus Server (2014-2015): Dell Services  
Traffic Management (2014-2015): Centracs Software  
WinCam-911 (2014-2015): Pipeline Analytics and Specter Instruments

### Contract Renewals

Car Wash (2014): Golden Touch Van & Car Wash  
Janitorial Services (2014): Coverall

### Grant Awards

OhioEPA Non-Point Source Grant

### Formal Bids

CCTV and Sanitary Sewer Cleaning Project (2014): United Resource  
Janitorial Services (2015-2017): Dove Building Services, Inc  
Larry Ln Sanitary Sewer Extension SA-1013: Conie Construction  
Price Rd Sanitary Sewer Extension Ph I SA-933: Waugh Excavating  
Residential Waste Collection & Recycling Processing (2015-2017): Rumpke  
Sanitary Sewer Rehab (2014): Layne Inliner, LLC  
Street Program (2014): Strawser Paving Company  
Sycamore Run Stream Restoration ST-981: Facemyer  
Taylor Rd Booster Station ST-1003: Elite Excavating Company of Ohio, Inc

### Cooperative Purchasing

Fuel: Speedway, LLC (via City of Columbus)  
Rock Salt: North American Salt Company (via SWOP4G)

### Public Hearing

Brine Use for Dust Control: Suburban Steel

### Code Modifications

919 Water and Sewer Internal Review Board  
921 Sanitary Sewer Connections and Rental Rates  
927 Storm Sewers  
929 Water Connections and Rates  
941 Garbage and Rubbish Collection

